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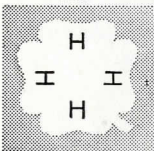
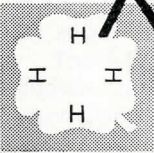
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EXTENSION CIRCULAR 11-01-2

# LEARNING TO BE A *Homemaker*



THE UNIVERSITY OF  
NEBRASKA AGRICULTURAL  
COLLEGE EXTENSION SERVICE  
LINCOLN, NEBRASKA

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EXTENSION CIRCULAR 11-01-2

FEBRUARY, 1941

Extension Service of the University of Nebraska College of Agriculture  
United States Department of Agriculture Cooperating  
W. H. Brokaw, Director, Agricultural Extension Service  
Lincoln, Nebraska

# Learning To Be a Homemaker

MARY B. NELSON

EVERYONE ENJOYS a home that is comfortable, livable, and attractive. These qualities are more easily obtained if everyone assumes his or her share of responsibility in the home.

The 4-H Club girl in this project assumes her share of these responsibilities in the home. She wears suitable clothing and uses good posture when doing her work. She plans with her mother so that she can have her share of family responsibilities. Since a girl needs to learn to buy as well as to make things, she will purchase any materials that she needs for her project. However, it is a good practice to use materials one has on hand if they will answer the purpose.

## REQUIREMENTS FOR THIS 4-H CLUB

### PROBLEM I

Serve on a hospitality committee for at least one club meeting.  
Share the spirit of hospitality with other members of your family in your own home.  
Make a small lunch cloth and napkins.

### PROBLEM II

Lay the table 21 times or more.  
Wash the dishes 21 times or more.  
Dry the dishes 21 times or more.  
Make a tea towel.

### PROBLEM III

Make beds for at least 7 days.  
Make a comfort protector.

### PROBLEM IV

Rearrange dresser drawer for orderliness and convenience.  
Make a divided box or drawer divider.

### PROBLEM V

Help with the daily and weekly cleaning for one week.  
Polish the silverware at least once.  
Make a silverware case.

### RELATIVE TO ALL PROBLEMS

Keep a record of all work done as you do it.  
At the close of the club year, fill out the final report and give it to your leader.



## Problem I—"You Are Welcome"

**H**OSPITALITY that is real and genuine is a desirable quality in every member of the family. It is not necessary to have elaborate equipment or furnishings in order to show a friendly spirit and willingness to share your home with others. A wholesome attitude between members of the family is the first step in hospitality.

All of us like to go visiting if we find a kindly welcome and a good time awaiting us. Is your home a place where people like to gather? It is an art to live happily as a family and share our good times with friends and neighbors. Entertaining gives us a chance to do something for someone else.

*"Courtesy is such a lovely word,  
Whether it means a graceful little bow,  
Or, even better as we use it now  
A gracious act, by love for others stirred,  
Courtesy is lovely, deed and word."*

—ANNE CLEVELAND CHENEY

### SIMPLE COURTESIES FOR CLUB OR PARTY

During the year you will entertain the club in your home or be on a committee to help entertain in another home. When you are one of the hostesses, you will help in taking care of the guests as they arrive. Meet the guests at the door and either take their wraps or direct them to a place where they can remove them. Parents and other visitors will be interested in meeting your friends. Gradually see that all are introduced and that all have a good time. When introducing two people, mention first the name of the person who is to be given prominence. A young girl is presented to an older woman and a boy is presented to a girl. Example: "Mother, I would like for you to meet a friend of mine, Alice Jones." It is courteous to rise when an older person enters a room or is introduced. Boys always rise when women or girls enter. A girl may remain seated when she is introduced to a boy. A boy should rise when being introduced. Always see that your parents meet your friends.

There is a responsibility in being a guest. When you are a guest and leave someone's home, it is courteous to bid the hostess and her parents good-bye and tell them that you had a good time. If there are assisting hostesses, you should remember them also. If there is a guest of honor, say something pleasant to him or her on leaving.

### REFRESHMENTS

It is well to decide at the beginning of the club year whether you will have refreshments at your club meetings or not. Some clubs decide on how many things to serve in their lunches and everyone follows that rule when she entertains. It is well to have simple refreshments that taste good and are attractive. Good combinations easy to serve are:

Cake or cookies with cocoa.  
Cup cakes with iced fruit juice.

Buttered nut-bread sandwiches with milk.

Ginger bread with milk.

White bread sandwiches filled with finely chopped canned meat and pickle with cocoa.

Ice cream and cake.

Fresh fruit in season.

Congealed fruit salad and crackers with milk.

Chicken salad, biscuit, and pickle with lemonade.

Serving the lunch nicely is another part of the meeting to be planned carefully. You may want to have the guests seated at a large table or at small tables or serve a lap lunch. It is well to have lunch cloths, napkins, china, silver, and glassware in readiness before the meeting so the lunch can be served easily. It is also a good plan to have as much of the food prepared before the occasion as possible.

If guests are seated at the table, a centerpiece adds to the attractiveness. This may be flowers, fruit, or a seasonable decoration. Silver and napkins can be placed on the table before the lunch is served. The placing of china and glassware will depend on the lunch to be served. A tray is very convenient for carrying dishes and food, as it will save many steps and much time.

If the guests are served after being seated at the table, plates are served to each person from the left by the left hand. Any food that is passed at the table goes to the right.

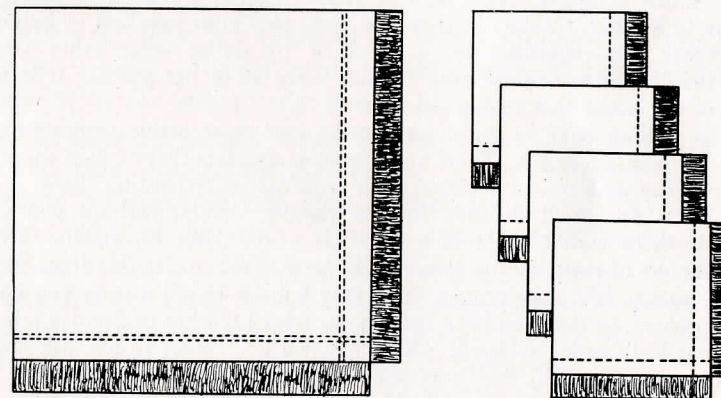


FIG. 1.—Luncheon set.

### MAKING THE LUNCHEON SET

The article you are to make in this problem is a luncheon set. This is a lunch cloth and at least four napkins (Figure 1). The size depends on the table on which it is to be used. It makes a good appearance to have the cloth hang over the edge of the table a few inches. Attractive luncheon sets may be made of unbleached Indian head, flour sacks, feed sacks, or other firm material. To bleach out the letters in sacks, saturate the lettered portion with kerosene. Allow to soak a couple of hours and wash in hot soapsuds solution. Rinse well and dry in the sun.



Finish the edge with a well proportioned hem or by fringing. If you are making a fringed edge and the material is tightly woven, it may not be necessary to use machine stitching to prevent raveling. However, if the material is likely to ravel easily, it is a good plan to draw a thread in the cloth before fringing and stitch in this space. This is done as far up from the edge as you want your fringe to come;  $\frac{3}{4}$  inch to 1 inch is usually desirable. If a hem is used, it may be this width or narrower. Napkins are made to harmonize with the lunch cloth.

### JUDGING YOUR LUNCHEON SET

It will be interesting to judge these luncheon sets at your club meeting. The following questions may be helpful to you when you are doing this judging:

- Is the material suitable for the purpose?
- Is it suitable in color?
- Are the edges finished carefully with a hem or fringe?
- Do knots show?
- Is the luncheon set clean and well pressed?

### FAMILY HOSPITALITY

Every boy and girl is interested in and eager to be a part of a happy family and happy home. Each must play his or her part in order to make it so. When a family comes to visit yours, what can you do to be more helpful to Mother? It may be that you could play your part best by helping to prepare the vegetables for a meal or by doing some other small tasks that would otherwise take Mother away from her guests. It is the spirit of the home that makes comfort.

It is well to have in mind some quiet and some active games to use when the occasion arises. There are extension circulars that explain some of each of these and you may obtain such circulars by requesting them.

If there are small children in this visiting family, perhaps you can entertain them with a well-told story. It is worth while for anyone to develop the art of story-telling. Every child loves good stories. He likes them full of action, life, and interest. You may be able to tell a story you have read at school, or that you have heard your school teacher or Sunday school teacher tell. In order to decide whether it is a good story to tell, ask yourself the question: Will this story interest this child now and continue to grow in interest as time goes on? Mother Goose rhymes appeal to children through rhyme, jingle, and action. Many grown-ups enjoy stories too, such as that of Tom Thumb, The House That Jack Built, Little Red Riding Hood, Cinderella, etc.

### HOW TO TELL A STORY WELL

First, you will want to be sure the story is worth while. You need to love the story yourself in order to tell it well. Put special emphasis where there is action and where the story is more lively. However, the whole thing should be told plainly and simply and should be made to move

along rapidly. It is necessary to keep the story within the range of the child's experience and to draw clear word pictures in order to interest him. Here is a story written by Laura E. Richards. You may enjoy telling this one:

### THE GOLDEN WINDOWS

ONCE UPON A TIME, there was a little boy who worked hard all day in field and barn and shed.

At sunset, when his work was all done, the little boy used to go to the top of a hill near his home and look away across at another hill. On this far-off hill stood a house with gold and diamond windows. The yellow gold seemed as clear as glass, and the diamonds were as bright as the sun.

But it seemed to him as if some one always closed the shutters just at sunset and covered the beautiful windows from his sight. Then the little boy would go home saying to himself, "I wish I could live in a house with golden windows."

One morning the little boy's father called him and said, "You have been a good boy. You have done your work. You may have a holiday. But remember this is your day and you should try to learn some good thing."

Then the little boy thanked his father and kissed his mother. He put a piece of bread in his pocket, and started off to find the house with the golden windows.

His bare feet made tracks in the white dust, and when he looked back the footprints seemed to be following him and making company for him. His shadow, too, kept beside him, and would dance or run as he pleased. He was very happy.

Before long the little boy was hungry. So he sat down by a brook that ran along by the roadside, and ate his bread and drank the clear water. He scattered crumbs for the birds and then went on to find the house with the golden windows.

By and by the little boy came to a high, green hill. There, on the top of the hill, was the house he had come to find. At first he thought the shutters were closed, for he could not see the golden windows. Then he went on until he was near the house. Then he could have wept, for there were no shutters, and the windows were of clear glass, just like any others.

"What do you want, little boy?" asked a kind woman who came to the door.



"Last evening I saw your beautiful golden windows from our hill-top," said the little boy, "and I came here to see them."

"We are poor people," she said, "and there is no gold about our windows. Besides, glass is better than gold to see through."

She asked the little boy to sit down on the doorstep, and she brought him a cup of milk and a cake. Then she called her little girl, and, leaving the two children together, she went back to her work.

The little girl wore a brown cotton dress, but her hair was golden, like the windows he had seen, and her eyes were blue, like the sky at noon.

She led the little boy about the farm, and showed him her black calf with a white star on its forehead. He told her about his own calf at home, which had four white feet, and was red like a chestnut. After they had played for a long time, the little boy asked her about the golden windows.

"You have taken the wrong way," she said. "Come with me, and I will show you the house with the beautiful windows."

They went to a hill that rose behind the farm house. As they walked along, the little girl told the little boy that the golden windows could be seen only at sunset.

"Yes, I have known that for a long time," said the little boy.

Just as the sun was going down the little girl turned and pointed. There, on a hill far away, stood a house with windows of gold and diamonds. And when the little boy looked, he saw that the house was his own home.

Then he told the little girl that he could stay no longer. He said "Goodby" and gave her a white pebble with a red band, and she gave him three horse chestnuts.

Then he went down the hill, and the little girl stood in the sunset light and watched him.

The way home was long, and it was dark before the little boy reached his father's house.

"Have you had a good day?" asked his father.

"Yes, indeed," he answered. "I have had a very good day."

"And have you learned anything?"

"Oh, yes," said the little boy. "I have learned that the house I live in has windows of gold and diamonds."

## Problem II--Before the Meal and After

SINCE this project is to take up different phases of the homemaker's job, it is necessary to think of mealtime as one of her problems. There are so many things to do the last half hour before a meal is served, I am sure Mother will be glad to have you prepare the table, if you do it nicely. The picture (Figure 2) will help you remember how each place at the table (called cover) looks.

Be sure that the center fold of the table cloth is in the center of the table, and that opposite edges are the same distance from the floor.

A dish of fruit, a small plant, or a vase of flowers is attractive for the center of the table.

Each cover includes the silver, china, glassware, and napkin used by one person. At least 24 inches of space should be allowed for each cover. The edge of

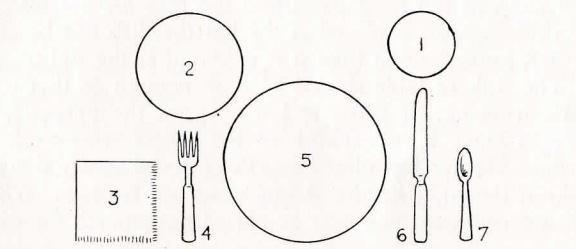


FIG. 2.—Arrangement of cover: (1) Water glass. (2) Bread and butter or salad plate. (3) Napkin. (4) Dinner fork. (5) Dinner plate. (6) Dinner knife. (7) Teaspoon.

the dinner plate, napkin, and ends of the silver are all placed one inch from the edge of the table. Place the silver straight so that the table will look orderly. The dinner plate may or may not be left on the table, but it is a good plan to use one when laying the table in order to have the proper distance between the knife and fork. It is a good plan to use a tray to carry dishes and silver to the table.

The knife is placed at the right of the plate with the cutting edge toward the plate. Spoons are placed at the right of the knife with bowls up. Forks are placed at the left of the plate with tines up. The napkin is placed at the left of the fork, with hemmed and open edges toward the fork and the edge of the table. The glass is placed at the tip of the knife. The individual bread and butter or salad plate (when used) is placed at the tip of the fork.

Salt and pepper shakers should be placed where they can be easily reached. Individual sets may be placed in front of each cover or between two covers on a line with the water glasses.

Relishes and jellies are placed so that they can be easily reached. Serving silver for these is placed to the side of the dish parallel to the edge of the table with the handle to the right.

Serving silver should be conveniently placed for the host and the hostess on a line with the silver at the cover or in front of the cover near the food to be served.

Chairs are placed with front edges even with the edge of the table.



## DISHWASHING

A 4-H Club girl stated in her story that since she had joined the club she had learned to like to wash dishes. It has been said that there is joy in doing anything perfectly. This may be the secret. She had learned to do her dishes so well that it was a real pleasure. The following suggestions will not only help us to do this job well, but they will give us ideas for discussing dishwashing in a demonstration:

Arrange dish pans so that they are convenient, and work at a comfortable height. Which side of the dish pan should the draining pan be placed on in order to save unnecessary motions? When we wash dishes we hold the dish cloth in the right hand and the dish we are washing in the left. If the draining pan is placed at the left the dish can be placed into it with a shorter, easier motion than if it is placed at the right.

The sink or table should be high enough so that one may stand erect while working. If yours at home is not the proper height, what can be done to make it so? Think of the people who work at the same table. Perhaps Mother has placed blocks of wood under the legs of the table to make it the right height. Many sinks are too low. When this is the case, a pan or wooden rack may be placed underneath the dish pan.

## HOW TO WASH THE DISHES

Be sure the dish cloth is clean when you start washing because a greasy cloth will soil the water. We do not like to think of eating from dishes which have been washed with a dirty cloth. Rinse well after using, wring and spread out to dry, preferably in the sun. Scald the dish cloth often or have a good supply so that you can exchange for a clean one. Some people have two sets of dish cloths, one for table dishes and one for kitchen ware. The dish cloth should not be used for other purposes. Have another cloth handy to use in case food is spilled on the floor or stove.

Dover egg beaters, meat grinders, and some other equipment should not be allowed to lie in the dish water, because there is an oil on certain parts of them which should not be removed. They may be held in the hand so that only the soiled parts are washed. Wooden handles of knives and forks gradually soak loose if they lie in water.

Scrape the dishes well, and stack them in neat piles to the right of the dish pan. Dishes may be scraped with a plate scraper or with soft paper. Tissue paper may be kept in a convenient place for this purpose.

Soak dishes which are hard to wash. Use cold water for dishes which have uncooked eggs, uncooked flour or starch, milk, or cream on them. Use hot water for dishes which have held sugar or syrup, greasy food, or most cooked foods.

Wash the dishes in hot, soapy water until they are clean. The water should be as hot as the hands can bear. Dissolve soap chips in a small amount of boiling water, then add cold water until it is the proper temperature. A soap shaker is a convenience for using small pieces of soap. Do not leave the cake of soap in the water. Change the water often. Save later work by keeping the water from dripping on the floor. The general

order for washing dishes is as follows: glassware, silverware, china, and kitchen utensils.

Rinse the dishes in hot water.

Drain dishes in order to dry them quickly. A wire rack which may be lifted out of the water or placed in a sink makes draining easier.

Dry glassware and silver with a dish towel. China need not be dried with a towel if it is rinsed in scalding water and well drained. It is surprising how much time can be saved in this way, and it is also a more sanitary method.

If possible, arrange so that the clean dishes may be placed in the cupboard without extra steps or extra handling. If the cupboard is far removed from the dishwashing center, again we can use a tray to save time and steps.

Make a game out of dish washing by noting the time it takes to wash the dishes, then try to beat your own time record. Reduce the time it takes, but improve the kind of work done.

## MAKING NEW DISH TOWELS

A liberal supply of dish towels made of good, absorbent material are a help to any homemaker. Much joy is added to dishwashing by having clean white dish towels. Flour sacks, sugar sacks, and some feed sacks are appropriate. Soft muslin is a good material to use. The first step in making a dish towel is to even the edges. If there is a selvage on two edges, those might be left as they are. Then a thread or two may be drawn as a guide for cutting. After this is cut straight, you are ready to turn your hem and baste it. First, turn your material not quite one-fourth inch and crease. The second turn is made one-fourth inch, and the basting is done by making stitches one-half inch long, leaving a space of the same length in between. You are ready, when the hem is basted in, to stitch the hem on the sewing machine. In doing this, start one inch from the end of the hem, stitch toward the end, turn around and stitch the entire hem. When you get to the other end of the hem, stitch back one inch. It may be necessary to ask Mother to show you how to use the machine, if you haven't used it before. The stitching is to be done close to the edge of the hem. The threads at each end of the hem are pulled to the wrong side and tied before cutting off. Since dish towels serve a humble purpose, it is more practical not to decorate them. Some girls enjoy wiping dishes more if the towel has a simple design on it. A small design that is outlined or appliquéd in harmonious colors may be used.

## HOW TO JUDGE YOUR TOWEL

Judge your dish towel on the following points:

- Is the material suitable for a tea towel?
- Were the edges straightened?
- Are the hems a desirable width?
- Are the ends of the threads neatly tied on the back side?
- Are the colors a pleasing harmony?
- Do knots show?
- Is the towel clean and neat?



## Problem III--Sleeping Comfortably

IF WE are to sleep comfortably, we need to have a good bed and have it well made. Much of the appearance of the bedroom depends on how the bed is made. No matter how nice things are, if they are hastily thrown together the result appears shiftless. If our beds are made so they have that "tailored look" and we keep our bedrooms so they have a cozy "lived-in" look, they are both more comfortable.

### WEEKLY AND DAILY CARE OF THE BED

A bed well cared for provides better rest than one carelessly made. Since the body eliminates waste matter through the pores of the skin during sleep, the bed needs to be well aired. Pillows and mattresses will seem softer and retain their shape better if allowed to air thoroughly once a week. Open the windows and remove all the bedding. Place the soiled linen in a laundry bag or basket. Spread out the mattress, mattress pad, pillows, and blankets over the bed and near-by chairs. Shake the pillows. The mattresses should be turned once a week. Turn over from side to side the first week, and from head to foot the second week. Turning in this way keeps a mattress in shape and makes it wear evenly. Clean sheets and pillow cases should be provided once a week. There should always be two sheets on the bed, but the upper sheet may be used as the lower one the second week to save laundering. If you are careful, a spread may be used several weeks before

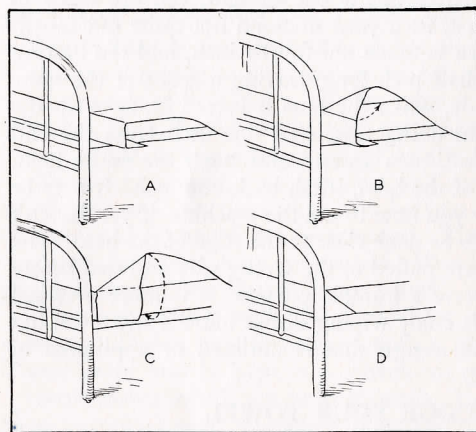


FIG. 3.—Directions for mitering corners: Cover the end of the mattress by having the sheet extend well under it. Tuck sheet well under as in A. Raise diagonal fold and lay sheet close to mattress, as in B. Tuck lower part of sheet under the mattress, smoothly, as in C. Complete the corner as in D.

between the springs and mattress. This will protect the mattress against wear and discoloration or rust from the springs.

laundering.

Each day turn back the blanket and upper sheet together over the foot of the bed. Place a chair near the foot of the bed to keep the covers off the floor. Shake the pillows. When bedding has been sufficiently aired, bring it up into place, spread smoothly, and tuck in. If corners have been mitered, the lower end will not pull out.

### MAKING THE BED

Here are simple directions for making a bed: Have the spring firmly in place. If the mattress has no mattress cover, use a thin pad or an old sheet

protect the mattress against

Replace the mattress and adjust the mattress pad so that it lies smoothly and will be held in place by the sheet. Stretch the lower sheet in place, right side up, with wide hem at head of bed. Tuck in well at top and bottom. If sheet is only long enough for tucking at one end, that should be the top. Miter the corners of sheet at top and bottom; then tuck in along the sides (Figure 3). Put on second sheet, wrong side up with wide hem toward top. Miter the corners at foot of bed. Spread blanket smoothly in place, bringing upper end about 10 inches down from top. Miter two lower corners. Bring upper edge of second sheet back over the blanket about 10 inches if sheet is long enough. Place spread. Fold back top before placing pillows. Covers usually extend over the edge of metal beds but are tucked in on wooden beds. Put on pillow cases. Spread case until smooth. Place length of pillows parallel to upper edge of bed and flat on bed over fold of spread. Turn top of spread over pillows.

### MAKING A PROTECTOR FOR BLANKET OR COMFORT

No doubt your mother has found that the use of a protector on comforts and blankets aids in keeping them clean. It is much easier to launder a protector than it is one of the larger articles.



FIG. 4.—Protector trimmed with decorative stitches.

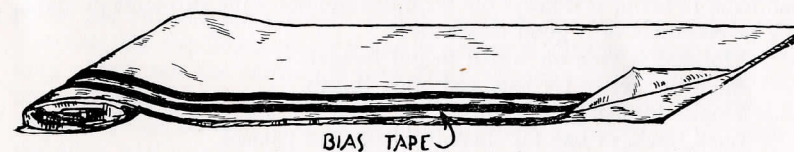


FIG. 5.—Protector trimmed with bias tape.

Usually a comfort is two yards wide, and so the size of the protector needs to be 2 yards long and 18 inches wide (allowing for 9 inches down on each side of the comfort). A soft material that is not too thin is best for this, such as dimity, voile, crepe, sugar sack, or light-weight muslin. If your mother or sister wishes to make one at the same time you do, it is well to get two yards of material and divide it crosswise, putting the two pieces together with a seam down the middle. The edges may be finished by putting in a small hem ( $\frac{1}{4}$  to  $\frac{1}{2}$  inch) all around, or by closing the ends with a plain seam overcast and hemming the open edges with a hem  $\frac{1}{2}$  inch wide.

It may be left plain or trimmed in some simple way, such as with (1) bias tape, (2) chain stitch, (3) feather stitch, or (4) running stitch.



If you use color in trimming, it is well to plan to have it in harmony with the comfort or blanket on which it is to be used.

### HOW TO JUDGE YOUR COMFORT PROTECTOR

Score your comfort protector by using the following questions:

- Is the material suitable for a comfort protector?
- Is it the correct size for the comfort it is to be used on?
- Were the edges straightened?
- Are the hems even and a desirable width?
- Are the ends of the threads neatly tied on the back side?
- If colors are used, are they a pleasing harmony?
- Do the colors harmonize with the comfort or blanket they are to be used on?
- Is the comfort protector clean and well pressed?

## Problem IV---The Dresser Drawer

*How can I tell her? By her cellar  
Cleanly shelves and whitened walls;  
I can guess her, by her dresser,  
By the back staircase and halls.*

ONE'S PERSONAL APPEARANCE is definitely affected by the care given to clothing. Your clothes closet and dresser drawers indicate your habits of order and cleanliness. "A place for everything and everything in its place" is a good motto in the care of the clothing and for order in your room.

Putting garments on hangers as soon as they are removed is a very good habit to form, as it keeps out wrinkles and holds the garments in shape.

The essentials of a good closet are:

- Horizontal pole on which to put hangers.
- Shelf or shelves for hats and other things.
- Hooks for hanging extras.
- Shelf, rack, or bag for shoes, rubbers, and parasol.
- Protectors for better coats and dresses.
- Laundry bag.
- Hangers.
- Shoe trees.

Besides the clothes closet, space is needed for storing undergarments, toilet articles, ribbons, gloves, jewelry, and other accessories. Dresser drawers are ideal for these things. Small boxes or homemade dividers make good divisions for these things in a dresser drawer, and help to keep things in place. In planning what you can do to your dresser drawers to make them more attractive and useful, these three steps may help you:

Decide what is to go in the drawer.

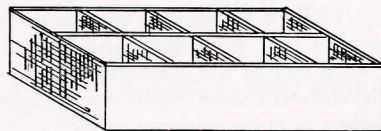


FIG. 6.—A box for ties, hose, handkerchiefs, and other things.

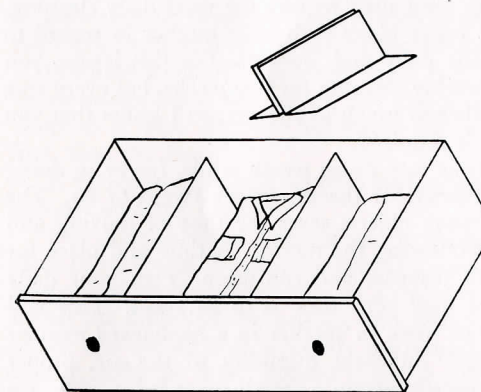


FIG. 7.—Divided dresser drawer. Detail of partition shown above.

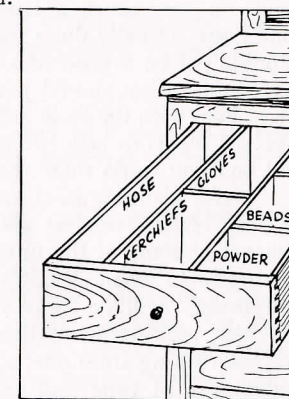


FIG. 8.—More permanent divisions to be made of light-weight wood.

A drawer divider is a partition for a deep drawer. Cut one piece of cardboard seven inches wide and as long as the width of the drawer. Two other pieces are cut the same length and as wide as the drawer is deep, plus 3 inches. On the larger pieces a line is drawn  $3\frac{1}{2}$  inches above one of the long edges, and the cardboard bent along this line until a right angle is formed. Then the larger surfaces of the two bent pieces of cardboard are glued together back to back to form an inverted T, placed on the edge of the table, and pressed with weights. When thoroughly dry, cover one surface of the smaller piece of cardboard with glue, and on this adjust the base of the inverted T. Weight this to dry. The edges of the partition may be bound with narrow strips of paper or passe-partout tape; then pieces of wall paper may be cut and fitted and neatly pasted over the cardboard. Pieces of cardboard may be covered in the same way to make linings for the bottom of the bureau drawers.

### HOW TO JUDGE YOUR BOX

When you finish your divided box, look it over, asking yourself these questions:

- Is the box substantial?
- Is the box clean and neat?
- Is the covering smooth and well pasted?
- Are the divisions of good size and neatly done?
- Do the colors harmonize?

Arrange these things for economy of space and action.

Make divisions so that articles are easy to put away and easy to find when needed.



## Problem V--Let's Make the House Sparkle

A GREAT SHARE of the attractiveness of any room in the house depends on whether it is clean and orderly. Then, too, the cleaning is much easier to do if things are kept in order. Even though a home is well furnished, rest and satisfaction are lacking if it is not well cared for.

A certain amount of house cleaning must be done each day. This depends on how much a room is used, how many use it, and on weather conditions. Usually those rooms most used require the most daily cleaning. Wouldn't it be a good idea to make plans with your mother in regard to the cleaning that should be done daily and weekly? For this lesson, you are to help with the daily and weekly cleaning for two weeks, but every true 4-H girl wants to help her mother as much as she can, so I know that you will be eager to do more than is required.

Careful planning in cleaning is very much worth while, for by so doing you can often save time and energy for the things you want to do. The removal of some of the unnecessary objects saves the time of moving and dusting them when cleaning. Following the motto, "A time and place for everything," will do away with disorder and confusion. Plan your daily activities, making an outline of how your time is to be spent. This will prevent rushing from one type of work to another in a haphazard manner with waste of time and energy. Sufficient humidity in the air, proper ventilation, good light, and a cheerful attitude are all great helps when we are cleaning. Let's put emphasis on essentials rather than on trifles.

### GENERAL CLEANING HINTS

It is impossible to do a good job of cleaning with dirty cloths or brushes. They leave streaks and the final state of the house is worse than the first. It is important to have enough cleaning cloths so that they can be changed often.

It simplifies cleaning if supplies are kept together. Small supplies used in different places can be kept in a basket with a handle and easily carried from place to place. If these small supplies and the larger equipment can be kept close together, cleaning is easier.

Some arrangement should be worked out so that brooms and brushes do not stand on the bristles, as this ruins them.

Dust brushes and dusters should have only enough oil to gather the dust. If too oily, they leave streaks on furniture or floors and these soon gather a film that gives the surface a dirty, greasy look.

In wet mopping, do not use too much water, but wring the mop lightly before putting it on the floor. It is important to change the water often, because dirty water does not leave clean floors.

A small whisk broom is convenient for getting into tight places where a broom will not go.

Clean by taking dirt away, not by scattering it to settle again elsewhere.

Waxed floors and woodwork should not be oiled or washed with water. Use a dust mop or soft cloth treated lightly with a furniture polish.

If sweeping is done with a broom, it should be done first and then dusting should follow. In case it is done with a vacuum sweeper, the dusting is done first.

Have a kindly, happy attitude toward these humble tasks and you will find them much easier. Cheerfulness is a good habit.

### SWEEPING AND DUSTING

These are daily duties in nearly every home. When sweeping, stir up as little dust as possible. Sweep with long, even strokes, without raising the broom or brush at the end of the stroke.

Sprinkle scraps of moistened paper over the rug before sweeping. Tear up newspaper into fine pieces, put into a pail, and let it soak up as much water as it will. Squeeze out paper and scatter over rug. Sweep the rug first, then the floor.

A carpet sweeper will take up surface dirt only. A vacuum cleaner may be used on large rugs.

For dusting floors, woodwork, or furniture, use a dust mop or soft cloth treated with furniture polish. To prepare a dust cloth or mop, place a teaspoonful of furniture polish in a coffee can. Turn the can so that the oil covers the sides and the bottom, and when the dust cloth or mop is placed in the can the oil will be evenly distributed. Keep the can covered tightly, as oily cloths are a fire hazard if left in the open air.

### CLEANING WINDOWS AND MIRRORS

Wipe window panes, mirrors, and picture glass every week with a dry cloth to remove dust. Be very careful when cleaning mirrors and glass so that you do not spot the walls. Several methods are given here for cleaning glass:

Use one tablespoon of household ammonia or denatured alcohol in one gallon of water. A chamois or cloth dipped in this solution and then squeezed dry makes a good cleaner, for it leaves no lint or dust.

Use warm soapsuds and plenty of dry polishing cloths.

Use 2 tablespoons kerosene to 8 quarts water. A cloth wrung out of this cleans glass well as kerosene cuts the dirt. Polish with a dry cloth.

Use commercial window powders and liquids.

### CLEANING SILVER

Put boiling water into an old aluminum kettle to completely cover the silver. For each quart of water add one teaspoonful of baking soda and one teaspoonful of salt. Keep water at the boiling point until the tarnish is removed. Wash the silver in clean soapy water, rinse in hot water, and wipe with a soft, clean towel. This is not a good method to use for hollow-handled silver, pearl handles, or oxidized silver.

Another method is to polish with a commercial silver cream with very fine whiting, or a homemade silver cream. In either case, rub until clean and bright, wash in hot soapy water, rinse and wipe with a clean soft towel.







Body placed well back on seat.  
Chest high.  
Head poised easily and lightly.

### Correct Posture in Use of Long-Handled Tools

Grasp the handle as far down as possible without stooping.  
Use one hand to direct the tool and the other to apply force.  
Notice the position of your hands. They should not be cramped.

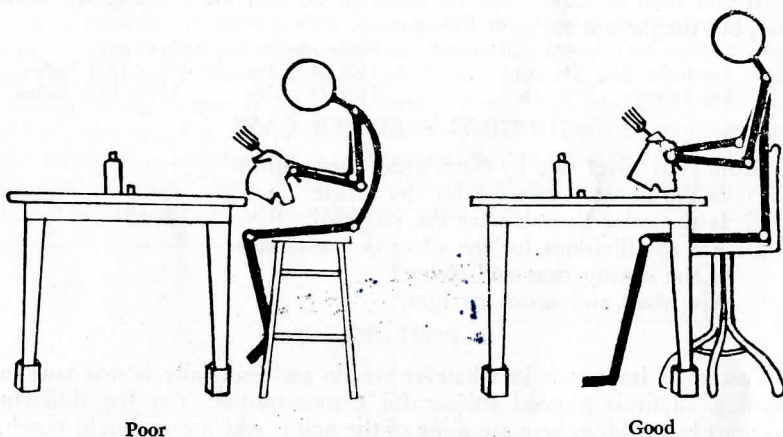


FIG. 12.—Posture when working at a table.

The straighter one stands and the farther down the force is applied on the tool, the easier will be the work and the better will be the result.

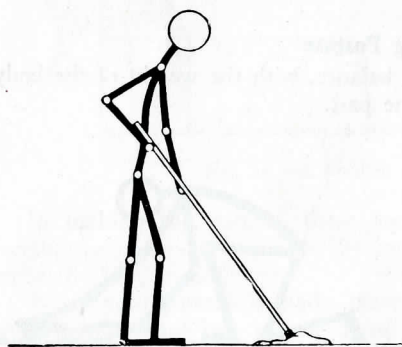


FIG. 13.—Good posture when using long-handled tools.

The hands and body should be trained to quick, easy action, making use whenever possible of the larger muscles of the body.

When using a broom, brush, or mop, one should exert pressure evenly on the tool.

When only a part of the broom, brush, or mop is used with each stroke, the tool's period of service is shortened because the shape is ruined.

There should be but slight lifting of the tool at the end of each stroke. This conserves energy and prevents scattering of the dirt.

Right posture makes it possible to work day after day without waste of energy. It permits all of the organs of the body to do their work properly.